



Learn for Life

BSB40120 Certificate IV in Business

Discover and learn the strategic tools you need to place yourself in the lead for office supervisory roles. You will learn how to apply key strategies and processes to support successful business outcomes



Duration:
6 - 12 months



Method:
Online, RPL



Payment:
Upfront, Pay Per Unit



Funding:
Certificate 3 Guarantee

What can I expect?

This qualification prepares you for an office team leader role where you may have some supervisory duties. It is the perfect qualification if you ponder a shift in direction or have your eyes on a role with more responsibility. You will learn vital strategies to support company objectives, such as critical thinking, complex document writing and building business relationships with key stakeholders.

A Certificate IV in Business will provide you with the high-level skills your need to enhance your career and create a solid foundation for job satisfaction. Your newly developed skills and knowledge will be a stepping stone to higher education should you wish to further your studies.

Career Pathway Potential



Personal Assistant



Business Analyst



Office Administrator



Administrative Team Leader

Qualification Structure

Total Number of Units: 13

- ✓ **6 Core Units**
- ✓ **6 Elective units**



Core Units:

BSBCRT411

Apply critical thinking to work practices

BSBTWK401

Build and maintain business relationships

BSBTEC404

Use digital technologies to collaborate in a work environment

BSBWHS411

Implement and monitor WHS policies, procedures and programs

BSBWRT411

Write complex documents

BSBXCM401

Apply communication strategies in the workplace

Elective Units:

BSBPEF402

Develop personal work priorities

BSBPEF502

Develop and use emotional intelligence

BSBLDR411

Demonstrate leadership in the workplace

BSBOPS401

Coordinate business resources

BSBTEC403

Apply digital solutions to work processes

BSBOPS404

Implement customer service strategies



Workplace Requirement

Not applicable

Entry Requirements:

Not applicable